**Cudahy School District Mentor Program**

**Scope and Sequence**

Instructional Mentors will be expected to complete the following classes through the South Eastern New Teacher Program within a two year period: Cudahy School District will pay for up to two class per year. (Classes may be taken for credit, with tuition reimbursement at the district's discretion.)

* Instructional Mentoring
* Coaching and Observation
* Analyzing Student Work

(Mentors are encouraged to complete Cardinal Stritch Mentor Certificate Program)

All Cudahy School District mentors will be expected to perform the following duties and follow the district mentoring outline:

August

* Attend the new teacher lunch
* Mentor forum
* Cover the new teacher August checklist
* Meet with the new teacher weekly for “check in” meetings

September

* Cover the new teacher September checklist
* Meet with new teacher weekly for “check in” meetings

October to May

* Meet at least twice a month using a CAL to guide meeting
* Sent copy of CALs to Lead Mentor
* Attend the New Teacher meetings in:
  + October - Using a CAL/Domains/Formative Assessments
  + January - Classroom observations
  + March - Analyzing Students’ Work
* Attend two half day district mentor forums
* Observe beginning teacher in a classroom

June

* Attend End of the Year Mentor/Mentee Celebration